

Muhammad Shoaib Kundi

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A dedicated professional with over 10 years of experience and a diverse background spanning both project coordination and social support facilitation, I bring a wealth of experience and expertise to the table. During my tenure as a DOTS Facilitator for Social Support at the Association for Community Development (ACD) from August 2021 to December 2023, I played a pivotal role in improving the lives of tuberculosis (TB) patients by efficiently enrolling them in PMDT sites and coordinating essential social support services. My proactive approach in managing patient registration, implementing travel reimbursement schemes, and fostering strong relationships with hospital staff underscore my commitment to excellence in healthcare delivery. Additionally, my prior experience as a Ufone MS Project Coordinator at Huawei Technologies Pakistan (Pvt) Limited, where I meticulously handled inventory management and problem resolution, further enriches my skill set. With a proven track record of success in both roles, I am poised to make a significant impact in any professional environment.

DOTS Facilitator Social Support Association for Community Development (ACD) From August-2021 to Dec-2023

Main responsibilities were:

Enrollment of Tuberculosis (TB) patients on PMDT site DIKhan and facilitates TB patient's through social support disbursement.

- Assist in the management of patient's registration and maintenance of ENRS.
- Implement and keep record of travel reimbursement (and provide incentive - where recommended by the program), as part of social support package.
- Prepare monthly / quarterly reports on social support activities.
- Liaise with the hospital staff for smooth functioning of social support intervention.
- Participate in on the job and formal trainings organized by Organization / PR/ GF on the social support programme.
- Plan, organize meeting of the patients and treatment supporters with the peripheral MDR TB management clinics when needed.
- Maintain close and effective working relationships with the hospital management for the implementation of project activities.

PROFESSIONAL EXPERIENCE:

Ufone MS Project Coordinator
Huawei Technologies Pakistan (Pvt) Limited.
From March-2011 to Dec-2019

**PROFESSIONAL
EXPERIENCE:**

Main responsibilities were:

Compile and analyze MS inventory information of nationwide Ufone warehouses and prepare Reports and documentation of business transactions.

- Establish, maintain and coordinate the implementation of warehouse inventory through OWS software.
- Monitor and review warehouses inventory and related system reports for accuracy and completeness.
- Problem Management Initiation, Validate, Resolve, Follow up related issues in the network.
- Ensure minimum Outage time in the network and at the same time maximize the grade of Services (GOS).
- Responsible for preventive and corrective maintenance.
- Problem Investigation and Diagnosis.
- Problem Review and stock take reporting.
- Prepared Different Computerized Daily, Weekly and Monthly inventory reports.
- Explain billing invoices and accounting policies to staff, vendors and clients.

Accountant
AA Exchange Company (Private) Limited
July-2009 to Dec-2010

**PROFESSIONAL
EXPERIENCE:**

AA Exchange Company (Private) Limited is an A-Listed exchange company working with Western Union Money Transfer. My responsibilities were to prepare financial reports on monthly basis and to prepare the daily, weekly, and monthly reports of inward and outward remittance to be submitted to **State Bank of Pakistan**. Other duties include to ensure the compliance of State Bank of Pakistans' exchange policies and to guide the Assistances for smooth running of accounting system.

Also dealing with western union sending, receiving logs and their accounting treatment.

Preparation of Payroll system, Monthly Bank Reconciliation preparation, Daily and Monthly Closing.

ACADEMICS:

BBA - Gomal University D.I.Khan
F.Sc - (Pre Engineering) Bannu B.I.S.E.
SSC - (Science) Bannu B.I.S.E.

**COMPUTER
KNOWLEDG
E/SOFTWARE:**

MS Office	Proficient
Quick Books Pro	Good
HCM(Huawei Cluster Model) & OWS	Excellent
Wall Soft (Forex Software)	Excellent

PERSONAL:

Father name	Fazal Khaliq Kundi
Date of Birth	April 01, 1985
Marital Status	Married
Nationality/Domicile	Pakistani
Religion	Islam
Language	Urdu, English, Pashtu and Punjabi

REFERENCES:

If required will be furnished.
